Supervisory and Administrative Standard Review Form

Date: **Agency Name:**
Coordinator Name: Number of Staff Supervise:
Supervisor Name: Number of Staff Supervise:
Supervisors Name: Number of Staff Supervise:
Other Staff Name:

_____

*_If the coordinator regularly maintains a caseload (as identified on the most current, approved staffing grid), Standards 25 and 26 will apply. One-on-one supervision that includes a review of family files must be conducted by a supervisor that has the FDC and meets Standard 30 (supervisor qualifications.)   One-on-one supervision that does not include a review of files may be conducted with the coordinator's regular supervisor. This could include group meetings held with the agency's management team or the regular FaDSS team meeting (even if the coordinator is both conducting the FaDSS meeting and "attending" as an FDS)._

Staff Contact
Supervisor meets with staff at least two times per month: (Standard 26)
How are meetings conducted?   1 on 1   Group   Combination
Where do the meetings take place?

Comments:

Group Meeting
• Was a group meeting attended by the reviewer? Yes   No

   If group meeting attended, look for the following things. If group meeting not attended, ask about how this is done.

• Agenda provided?   Yes   No (Attach a copy of the agenda)
• Does agenda include staffing of families? (Standard #26)   Yes   No
• If yes, did the group share ideas and techniques in working with specific families? Yes   No

Comments:

One-on-one Meetings:
• Was a one-on-one meeting attended by the reviewer? Yes   No

   If one on one meeting attended, look for the following things. If not attended, ask about how and see proof of how this is done.

• Is there documentation to show that the entire caseload of the specialist(s) was reviewed monthly? Yes   No (Standard 25)
• What method does the supervisor use to track contact with specialists (one on one, group meetings), how entire caseloads are addressed, and 3-month families? (Describe: i.e. tracking form, provide a copy if possible)

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- Was service intensity addressed for families in the third month of enrollment? Yes   No
- Is service intensity addressed for ongoing families? Yes   No
- Are plan/goals of the family addressed? Yes   No

    *the intensity is documented in the family file (standard 10 & 11)

Comments:

File Review
- Supervisors conduct routine file reviews in the third month and at exit? Yes   No (Standard 27) (This is also part of the file review). Discuss the file review process during the management review.

Additional Comments:

Administrative
- Waiting List Protocol contains required information? Yes   No (Standard 2) *(DCAA will use the waiting list policy requirement form to assess)*
- Referral Process contains required information? Yes   No (Standard 2)
- Standard 32
  Reviewer will assess verbally with grantees. Discuss that best practice would be to have a formal policy or procedure outlining maintenance of family files.
    - Family files are kept in a locked storage cabinet with limited access? Yes   No
    - Is the official family file brought into a family's home? Yes   No
    - Access to FaDSS family files is limited to authorized personnel of the FaDSS program? Yes No
- Standard 29
    - Grantee has one staff trained by DCAA to provide Code of Ethics? Yes   No
    - Grantee has one staff trained to provide training on the Data Collection Tools?   Yes   No

Trainer:
Code of Ethics:

Data Collection:

Organizational Standards
The grantee has identified accrediting process?   Yes   No

Accrediting Body

Ask the grantee where they are in the process.

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If currently accredited ask the grantee to provide the most recent report or other relevant information.

*For CSBG will get from the CSBG program manager at the DCAA.

Date of the accreditation

Comments: